



**ODISHA PVTG EMPOWERMENT & LIVELIHOODS
IMPROVEMENT PROGRAMME ST & SC
DEVELOPMENT DEPARTMENT,
BONDA DEVELOPMENT AGENCY,
MUDULIPADA, MALKANGIRI**



Letter No- 405/OPELIP/2021 dt – 03.09.2021

**EMPANELMENT OF GRAM PANCHAYAT NUTRITION ASSISTANT (POSHAN
SAHAYAK FOR BONDA DEVELOPMENT AGENCY, MUDULIPADA
UNDER OPELIP.**

Applications from eligible candidates are invited for empanelment of Gram Panchayat Nutrition Coordinator (POSHAN SAHAYAK) to be positioned under BONDA DEVELOPMENT AGENCY,, MUDULIPADA to be engaged on purely contractual basis for a period of one year. Application form along with the detailed ToR can be downloaded from WWW.malkangiri.nic.in. Last date of receipt of applications by post/courier at Office of the Project Leader, Bonda Development Agency, Mudulipada is 20.09.2021 at 05.00 PM. Only shortlisted candidates will be called for Interview for empanelment. Project Leader, Micro Project Agency Mudulipada reserves the right of accepting or rejecting the applications without assigning any reason thereof.

-Sd/-

Project Leader
BDA, Mudulipada



APPLICATION FORM

| | | |
|-----------------------------|--|---|
| Position applied for | | Paste recent Passport size photograph here |
| Date of application | | |

1. Personal Details

| | | |
|--|------------------|----------------|
| Name of the Candidate (Ms/ Miss/ Mrs/ Mr) | (First Name) | (Surname) |
| Address | <u>Permanent</u> | <u>Present</u> |
| Mobile: | | |
| Telephone Residence | | |
| Telephone Office | | |
| E-mail address | | |
| Date of Birth | | |
| Age as on 01.08.2021 | | |
| Category (ST/PVTG/SC/ General) | | |
| Sex: (Male/ Female) | | |

2. Education Qualification (10th Standard onwards)

| Qualification | Institution | Subjects | Year of Completion | Division/ Grade |
|----------------------|--------------------|-----------------|-------------------------------|----------------------------|
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3. Other trainings / qualifications including relevant short training courses

| Course | Duration | Institution | Details |
|--------|----------|-------------|---------|
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4. Computer Literacy:

(Mention all software known/used)

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5. Employment / Experience Records

| Name and Address of the Employer | Designation | Period | Experience In year and Month | Brief description of duties |
|----------------------------------|-------------|--------|------------------------------|-----------------------------|
| | | | | |

6. Language Proficiency (Please tick in the appropriate box)

| Language | Ability to Converse | | | Ability to Read | | | Ability to Write | | |
|-------------------------------|---------------------|------|------|-----------------|------|------|------------------|------|------|
| | Poor | Fair | Good | Poor | Fair | Good | Poor | Fair | Good |
| English | | | | | | | | | |
| Hindi | | | | | | | | | |
| Oriya | | | | | | | | | |
| Other (Please specify _____) | | | | | | | | | |

7. Reference: (Two persons to whom you have professionally reported)

| Reference 1 | Reference 2 |
|-------------|-------------|
| | |

Declaration:

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

Date:
Place:

Signature of the Applicant

Gram Panchayat Nutrition Assistant (POSHAN SAHAYAK)

Job Description:

The overall role of GP Nutrition Assistant is to guide crèche workers as well as mother-group /SHGs/VDCs in planning, organising delivery of services at the crèche and spot feeding centres and also to give on the spot guidance and training as and when required. The GP Nutrition Assistant will act as a link between MPA & FNGO with crèche workers and responsible groups for smooth implementation of Crèche and Spot Feeding Centre (both maternal & child) . The basic roles and responsibilities of the GP Nutrition Assistant are:

- Provide continuous support and guidance to the crèche worker to bridge the gap between training and job requirements.
- Capacity Building to CRPs, SHGs, Mothers Group & Communities.
- Monitor and report on progress of all nutrition development related activities including ongoing Jiban Sampark Programme and smooth implementation of Odisha PVTG Nutrition Improvement Programme (OPNIP).
- Ensure awareness/sensitization among the community/SHGs on various safe health & nutrition practices.
- Visit the centres on regular basis and ensure regular functioning of centres.
- Ensure monthly meetings with designated individuals/groups managing Crèche & SFC.
- Record information relating to crèche children, malnourished children, and sick referred children.
- Assist crèche workers to establish rapport with parents of children attending the crèches and winning their trust and confidence.
- Conduct home visits for severely malnourished/growth faltered children.
- Collate and check the registers and records received from the crèches and other centres.
- Arrange for storage of ration, medicines, early education materials, registers and records.
- Identify location for housing the crèche.
- Ensure that all crèche regulations are complied with and discipline and decorum is maintained in all crèches.
- Be the first contact for grievance redressal and conflict resolution.
- Prepare and submit regular activity and financial reports to the PMU.
- Carry out any other tasks related to project as may be instructed from PMU/MPA time to time.

Academic Qualification:

- Graduate in any discipline with minimum knowledge on computer based works like MS-WORD, MS-EXCEL, internet browsing and e-mail.
- 10+2 qualification with basic smart phone operational knowledge is must, in case of candidates belonging to PVTG categories.
- Preference shall be given to science graduate.

Professional Experience:

- Must have worked in rural development programmes/projects with at least 1 to 3 years (Experience of 1 year can be relaxed for PVTG candidates).
- Proven experience in community mobilization and worked with community based organization

Age Limit:

- Upper age limit 45 years.
- Consolidated remuneration of Rs.13, 000.00 per month with fixed monthly allowance of Rs. 2,000.00